



To: Holders of the Project Development Information Packet

Date: September 12, 2003

From: Office of Local Systems

Revision No.: 04-2003

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

[http://www.dot.state.ia.us/local\\_systems/publications/2001\\_packet/packet\\_toc.pdf](http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf)

\*\*\* PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE \*\*\*

Document Title Revision Date (Section / Index No.)	Description of Revision(s)
<a href="#">Table of Contents</a> 09-12-03 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
<a href="#">Chart 1 – Project Development Process Overview</a> 09-12-03 (Flow Charts)	Revisions include: <ul style="list-style-type: none"><li>References to the "District" were replaced with a more general "DOT." This change accounts for the involvement of the Office of Systems Planning in some federal-aid programs, such as Transportation Enhancement (TE) and Federal Recreational Trail (NRT) programs.</li><li>A decision block for use of in-kind contributions has been added.</li></ul>
<a href="#">In-Kind Contribution Guidelines</a> 09-12-03 (Index No. 4)	This document has been significantly revised, expanded and updated. Major revisions include: <ul style="list-style-type: none"><li>NRT projects may now use certain types of in-kind contributions previously limited to only TE projects.</li><li>A table summarizing the eligibility requirements for the different types of in-kind contributions has been added on page 2.</li><li>The submittal requirements for the various types of in-kind contributions have been clarified.</li></ul>
<a href="#">Steps to Utilize In-Kind Contributions</a> 09-12-03 (Index No. 4)	Revisions include: <ul style="list-style-type: none"><li>References to the District Local Systems Engineer (DLSE) were replaced with a more general "Iowa DOT."</li><li>A step was removed (formerly step no. 3) for FHWA in-kind approval of projects on the National Highway System (NHS).</li><li>A step was added (now step no. 4) to document the approved in-kind contribution as part of the Iowa DOT's authorization request to the Federal Highway Administration (FHWA).</li></ul>
<a href="#">Example In-Kind Calculations</a> 09-12-03 (Index No. 4)	<b>This is a NEW document.</b> These example calculations show how the effect of an in-kind contribution depends on many factors. Please add this document to Index No. 4 of the Packet, as shown in the table of contents.